



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

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Maura K. Dunne, Treasurer
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Alexandria, VA 22320-0136

Identification Number: C00280057

Reference: Amended October Quarterly Report (7/1/96-9/30/96) dated 12/12/96

Dear Ms. Dunne:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Conduits for earmarked contributions which have not been deposited in the committee's account must report these contributions as memo entries for Schedules A and B. Please refer to the attached portions of the Federal Election Commission Campaign Guide for further guidance on the reporting of earmarked contributions and amend your report accordingly.

-You must make an attempt to obtain the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may demonstrate "best efforts" to obtain the required information by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation; the committee must request the contributor information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the